

Public Works



Page Intentionally Left Blank



Department Description

The Public Works Department is comprised of: Contracts, Engineering & Capital Projects (E&CP), and General Services. Although each group is unique, the overall goal is to deliver high quality services and resources using the most efficient and effective methods.

The Contracts Division is responsible for the procurement of Capital Improvements Program (CIP) construction and associated professional consulting services and contract management functions to ensure that contracts are meeting City CIP needs. The Division manages the centralized advertising and award of CIP-related construction contracts and professional services in conformance with the City's Charter and Municipal Code.

E&CP provides a range of engineering services and is responsible for the planning, design, project management, and construction management of public improvement projects; quality control and inspection of private work permitted in the public right-of-way; surveying; and materials testing. E&CP activities include various public infrastructure assets to rehabilitate, restore, improve, and create. CIP projects include City facilities; fire, lifeguard, and police stations; parks; lighting and traffic signals; street improvements and other transportation projects; drainage and flood control facilities; rebuilding and expanding water and sewer pipelines, treatment plants, and pump stations; and utilities undergrounding.

E&CP is comprised of the following functions:

- Architectural Engineering & Parks
- Construction Management & Field Services
- Project Implementation
- Right-of-Way Design

General Services provides support to all City departments. The City relies on General Services for a range of services, including vehicle maintenance, facilities maintenance and repair, and publishing services. General Services is comprised of the following functions:

- Administration
- Facilities

Public Works

- Fleet Services¹
- Publishing Services

Goals and Objectives

The following goals and objectives represent the action plan of the Department:

Goal 1: Provide courteous, accessible, and responsive services to foster positive partnerships and strengthen relationships with communities, service providers, and customers

This goal is the starting point for achieving the Department's objectives. Public Works continues toward accomplishing this goal by focusing on the following objectives:

- Communicate and collaborate clearly and effectively
- Manage expectations to achieve customer satisfaction
- Deliver services and products efficiently
- Effectively manage contracts and agreements to ensure long-term effective partnerships
- Manage personnel and apply processes to effectively and efficiently deliver services
- Provide preventive, corrective, routine, and emergency support in a timely manner
- Optimizing the use of automated systems to provide quality services

Goal 2: Provide excellent customer service

Public Works will work to ensure that it is able to deliver accurate and timely customer service to enable City employees to perform their jobs more effectively. The Department moves toward accomplishing this goal by focusing on the following objectives:

- Improve guidance and resources available for internal and external customers
- Provide basic customer service training for staff
- Enhance teamwork
- Routinely solicit and evaluate customer feedback to improve service delivery

Goal 3: Pursue workforce learning to ensure critical, high-quality skill sets, and a responsive and innovative workforce

Developing and retaining a trained and skilled workforce is essential to the success of the Department. Ensuring that its employees are adequately trained that they continue to pursue professional development helps to create a high-performing organization. The Department continues to accomplish this goal by focusing on the following objectives:

- Participate in professional organizations and regional contracting efforts
- Support professional development and training
- Implement team rotations and cross-training
- Offer training to management and staff on ethical standards
- Routinely provide management review of standards and ethical practices to staff

1. Fleet services has been moved to the Internal Operations Branch.

Key Performance Indicators

Performance Indicator	Target FY2014	Actual FY2014	Estimated FY2015	Target FY2016
1. Percent increase of employee retention rate over prior year ¹	N/A ²	0.98%	0.95%	5%
2. Percent increase in Department's overall customer ³ satisfaction rating over the most recent survey information	N/A ²	N/A	5%	5%

1. Attrition may be affected by variables not considered negative attrition such as promotions within the City and retirements.
2. Measures were established for Fiscal Year 2015. Prior year data not available.
3. The Calendar Year 2015 Customer Satisfaction Survey, which covers the prior year performance, is currently underway. Data for the survey is planned to be completed and made available in April 2015.



Page Intentionally Left Blank

Public Works - Contracts



Division Description

The mission of the Contracts Division is:

To manage the preparation, advertisement, and award of the City's Capital Improvement (CIP) contracts and serve as the liaison to the City Attorney's Office for the resolution of protests and disputes throughout the life of the contract

Goals and Objectives

In addition to the department-wide goals expressed in the previous section, the following goal and objectives represents the specific action plan of the Contracts Division:

Goal 1: Effectively manage contracts and related data to promote a fiscally-sound and efficient City government

Having well-managed contracts, agreements, and supporting documents aid in the effective operation of the Division and the City as a whole, and will result in more efficient and timely receipt of construction and consulting professional services. The Division moves toward accomplishing this goal by focusing on the following objectives:

- Implement integrated technical solutions for comprehensive contract management
- Provide customers with increased outreach on bid opportunities
- Improve staff contract administration training
- Streamline the internal customer complaint notification process
- Resolve contractor issues in a timely manner

Key Performance Indicators

Performance Indicator	Target FY2014	Actual FY2014	Estimated FY2015	Target FY2016
1. Average days to award contracts	90	91	90	90

Service Efforts and Accomplishments

- Awarded 31¹ contract actions for construction of capital improvements
- Awarded 74¹ Architecture/Engineering (A/E) and Professional Contract actions
- Maintained an average of 91 days to award contracts

1. Based on mid-year performance

Public Works - Contracts

- Reduced the number of Public Records Act responses by 12 (30 vs. 42) as the result of providing contract information via the Sunshine Act in the City's website which allows review of awarded contracts; requests for information on CIP and A/E contracts were provided within the required 10-day window response time
- Completed Municipal Code changes to allow the implementation of electronic bidding and electronic signatures (both initiatives will expand the capabilities of the Section without increasing positions).

Public Works - Contracts

Department Summary

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
FTE Positions (Budgeted)	19.00	19.00	20.00	1.00
Personnel Expenditures	\$ 1,990,228	\$ 1,939,655	\$ 2,006,925	\$ 67,270
Non-Personnel Expenditures	148,593	172,137	154,354	(17,783)
Total Department Expenditures	\$ 2,138,821	\$ 2,111,792	\$ 2,161,279	\$ 49,487
Total Department Revenue	\$ 948,049	\$ 1,053,393	\$ 1,117,530	\$ 64,137

General Fund

Department Expenditures

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Public Works - Contracts	\$ 2,138,821	\$ 2,111,792	\$ 2,161,279	\$ 49,487
Total	\$ 2,138,821	\$ 2,111,792	\$ 2,161,279	\$ 49,487

Department Personnel

	FY2014 Budget	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Public Works - Contracts	19.00	19.00	20.00	1.00
Total	19.00	19.00	20.00	1.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Assistant Engineer-Civil Addition of 1.00 Assistant Engineer-Civil and associated revenue to provide additional contract support for the expanded Capital Improvements Program.	1.00	\$ 80,938	\$ 64,137
Non-Discretionary Adjustment Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	8,684	-
Salary and Benefit Adjustments Adjustments to reflect the annualization of the Fiscal Year 2015 negotiated salary compensation schedule, changes to savings resulting from positions to be vacant for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiation adjustments.	0.00	(13,668)	-
Equipment/Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	(26,467)	-
Total	1.00	\$ 49,487	\$ 64,137

Public Works - Contracts

Expenditures by Category

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
PERSONNEL				
Personnel Cost	\$ 1,183,291	\$ 1,185,868	\$ 1,232,494	\$ 46,626
Fringe Benefits	806,937	753,787	774,431	20,644
PERSONNEL SUBTOTAL	1,990,228	1,939,655	2,006,925	67,270
NON-PERSONNEL				
Supplies	\$ 19,038	\$ 14,100	\$ 14,100	\$ -
Contracts	19,193	33,400	33,400	-
Information Technology	88,689	86,082	59,615	(26,467)
Energy and Utilities	685	500	500	-
Other	3	1,000	1,000	-
Transfers Out	20,986	37,055	45,739	8,684
NON-PERSONNEL SUBTOTAL	148,593	172,137	154,354	(17,783)
Total	\$ 2,138,821	\$ 2,111,792	\$ 2,161,279	\$ 49,487

Revenues by Category

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Charges for Services	\$ 947,796	\$ 1,053,393	\$ 1,117,530	\$ 64,137
Other Revenue	253	-	-	-
Total	\$ 948,049	\$ 1,053,393	\$ 1,117,530	\$ 64,137

Personnel Expenditures

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Proposed	Salary Range	Total
FTE, Salaries, and Wages						
20000012	Administrative Aide 1	2.00	2.00	2.00	\$36,962 - \$44,533	\$ 80,827
20000024	Administrative Aide 2	2.00	2.00	2.00	42,578 - 51,334	98,482
20000071	Assistant Engineer-Civil	5.00	5.00	6.00	57,866 - 69,722	382,764
20000145	Associate Engineer-Civil	2.00	2.00	2.00	66,622 - 80,454	160,908
20000119	Associate Management Analyst	1.00	1.00	1.00	54,059 - 65,333	65,333
20000539	Clerical Assistant 2	2.00	2.00	2.00	29,931 - 36,067	65,998
20000545	Contracts Processing Clerk	1.00	1.00	1.00	32,968 - 39,811	39,214
20001168	Deputy Director	0.00	0.00	1.00	46,966 - 172,744	120,000
20001222	Program Manager	1.00	1.00	0.00	46,966 - 172,744	-
20000890	Senior Civil Engineer	2.00	2.00	2.00	76,794 - 92,851	184,170
20000015	Senior Management Analyst	1.00	1.00	1.00	59,363 - 71,760	71,760
	Budgeted Vacancy Savings					(36,962)
FTE, Salaries, and Wages Subtotal		19.00	19.00	20.00		\$ 1,232,494

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Fringe Benefits				
Employee Offset Savings	\$ 9,962	\$ 10,029	\$ 9,012	\$ (1,017)
Flexible Benefits	125,463	136,592	167,016	30,424
Long-Term Disability	9,466	4,080	4,054	(26)
Medicare	17,127	17,197	17,872	675
Other Post-Employment Benefits	113,599	109,188	113,715	4,527
Retiree Medical Trust	788	842	1,203	361

Public Works - Contracts

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Retirement 401 Plan	2,195	2,136	1,502	(634)
Retirement ADC	419,720	375,045	342,119	(32,926)
Retirement DROP	2,846	2,832	2,832	-
Retirement Offset Contribution	44	-	-	-
Risk Management Administration	17,010	17,046	20,311	3,265
Supplemental Pension Savings Plan	56,883	61,325	74,427	13,102
Unemployment Insurance	3,269	2,337	2,318	(19)
Workers' Compensation	28,566	15,138	18,050	2,912
Fringe Benefits Subtotal	\$ 806,937	\$ 753,787	\$ 774,431	\$ 20,644
Total Personnel Expenditures			\$ 2,006,925	



Page Intentionally Left Blank

Public Works - Engineering & Capital Projects



Division Description

The Division's mission is:

To build and support the infrastructure to provide innovative, continuously improving, and industry-leading engineering services; provide oversight of the development of public infrastructure and facilities in an expeditious, cost-effective, and transparent manner, while maintaining the highest degree of quality and value for stakeholders

E&CP is comprised of the following:

Project Implementation

Project Implementation provides centralized technical, operational, and project support services to the other functions within E&CP, as well as other City departments. These services include preliminary engineering and project controls, Capital Improvement Program (CIP) fund management, Americans with Disabilities Act compliance review, job order contracting, contract management for as-needed consultants, quality control and standards, environmental and permitting assistance, community outreach, and information technology.

Right-of-Way Design (ROWD)

The ROWD Division manages the implementation of right-of-way and primarily horizontal capital improvement projects. This includes the design and project management of water and sewer pipelines, transportation and street-related projects, traffic calming measures, bike and pedestrian paths, bridges, flood plains and drainage infrastructure, water quality, signals, streetlights, and utilities undergrounding projects.

Architectural Engineering & Parks

Architectural Engineering & Parks manages the implementation of non-right-of-way and vertical capital improvement projects. This includes the design and project management of public buildings, parks, recreation facilities, airport-related projects, water and sewer treatment plants, reservoirs, and pump station projects.

Construction Management & Field Services (CM&FS)

The CM&FS Division manages construction contracts, testing laboratory services, land surveying services, and geological assessment and support. These responsibilities include quality assurance and quality control inspection of CIP projects on City property or within the City's public right-of-way, inspection of private land development of public infrastructure, land survey support for design mapping or construction staking, survey monument preservation, traffic engineering support during construction, and testing of construction materials in the field and at manufacturing facilities throughout the region.

Public Works - Engineering & Capital Projects

Goals and Objectives

The following goals and objectives represent the specific action plan of E&CP:

Goal 1: Continue developing an organization that implements the City's Capital Improvement Program goals
E&CP's primary mission is to support the CIP. With the growing amount of work to be accomplished, development of a well-organized, trained, efficient workforce that meets the changing needs of the CIP is critical to meeting the City's goals. E&CP will continue to work towards this goal by focusing on the following objectives:

- Sizing the workforce to meet the demands of the CIP
- Increasing the amount of training provided to employees
- Continue to evaluate the costs of the services E&CP provides in comparison to industry standards
- Evaluate operations and continue to identify and implement efficiencies
- Ensure the cost of E&CP is supported by the City's CIP

Goal 2: Continue to support all CIP streamlining policy efforts

Streamlined efforts increase productivity of tasks and processes. E&CP will continue to work towards this goal by focusing on the following objectives:

- Align processes and procedures consistent with all adopted CIP streamlining policies
- Promote dialog which promotes continuous focus on innovative ideas and strategies to deliver CIPs efficiently

Goal 3: Provide long-range fiscal planning support for the City's Capital Improvement Program

The purpose of long-range fiscal planning is to enable effective decision-making and identify the City's future fiscal requirements to support capital improvement needs. E&CP will continue to work towards this goal by focusing on the following objectives:

- Analyze new or missing asset needs citywide based on service level standards
- Forecast asset capital improvement needs through condition assessments
- Produce a summarized annual status report of future capital asset needs

Key Performance Indicators

Performance Indicator	Target FY2014	Actual FY2014	Estimated FY2015	Target FY2016
1. Percent reduction in the Engineering and Capital Project Branch's project delivery costs in comparison with the California Statewide Benchmarking study average project delivery cost	0%	+1%	0%	0%

Service Efforts and Accomplishments

In Fiscal Year 2015, E&CP's portfolio will include approximately 869 active projects by the end of the fourth quarter. There are currently 462 capital improvement projects across the City requiring design services and managed construction work that is estimated to exceed \$1.73 billion. E&CP anticipates awarding a total of 183 contracts in the amount of \$313.0 million. In addition, E&CP will complete the construction of 180 citywide projects that are estimated to total \$411.0 million. The implementation of the CIP streamlining process continues to reduce the length of time it takes for contracts to get awarded. Specific project details and accomplishments are available in the City of San Diego CIP Budget Document.

Public Works - Engineering & Capital Projects

E&CP pioneered the City's first publication of a Multi-Year Capital Planning Report. Through exhaustive efforts and collaboration, a more current inventory of capital needs for the next five years was projected along with anticipated revenues, providing an increased awareness to projected funding gaps.

During Fiscal Year 2014, the City's CIP projects received 21 awards for outstanding design, construction, or project delivery. These awards came from organizations within the construction industry at a local, State, or national level. Specifically, the new Central Library project received 12 awards and the Rose Creek Bikeway project received four of these 21 awards.

Significant architectural and park improvements accomplishments and efforts include the following:

- Completion of the new Edward Tyler Cramer Park and the new Palisades Comfort Station
- Improvements projects for the Memorial Pool Improvements, Rancho Penasquitos Skatepark, and Cabrillo Heights Neighborhood Park were completed
- Construction began on the Charles Lewis Memorial Park, Central Avenue Park and Skate Plaza, new La Jolla Cove Lifeguard Station, and on the new Fire Station 45 in Mission Valley
- Fire-Rescue Department's Alerting System was completed that modernized most all of the City's existing Fire Stations

During the current fiscal year, the Right-of-Way Design (ROWD) Division is planned to award contracts to accomplish improvements to 30 miles of water pipelines. The Division also plans to accomplish completing 45 miles of replacement or rehabilitation of sewer lines throughout the City. By the end of Fiscal Year 2015, the ROWD Division will have completed the design of several key transportation projects:

- Phase 1 of the State Route 163/Friars Road Interchange
- Mission Beach Boardwalk Bulkhead
- Streamview Drive
- Old Otay Mesa Road (Westerly)
- Widening of Hillery Drive
- Traffic signals at several locations throughout the City

During the course of Fiscal Year 2014, the Construction Management & Field Services Division went through a process to evaluate preparations for future needs and capacity. This effort characterizes present and future demand for services and identifies opportunities for increasing the efficiency and effectiveness of the Division in achieving its mission. The effort resulted in numerous recommendations which produced a preliminary implementation Work Plan. The Division will finalize these recommendations and initiate implementation upon adoption of the plan in the upcoming fiscal year.



Page Intentionally Left Blank

Public Works - Engineering & Capital Projects

Department Summary

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
FTE Positions (Budgeted)	470.88	484.60	596.60	112.00
Personnel Expenditures	\$ 55,358,484	\$ 55,801,808	\$ 64,643,828	\$ 8,842,020
Non-Personnel Expenditures	8,026,515	8,565,429	11,156,786	2,591,357
Total Department Expenditures	\$ 63,384,999	\$ 64,367,237	\$ 75,800,614	\$ 11,433,377
Total Department Revenue	\$ 55,670,771	\$ 64,367,237	\$ 75,800,614	\$ 11,433,377

General Fund

Department Expenditures

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Architectural Engineering & Parks	\$ 7,716,794	\$ -	\$ -	\$ -
Engineering & Capital Projects	1,415,897	-	-	-
Field Engineering	20,135,706	-	-	-
Project Implementation	18,459,081	-	-	-
Right-of-Way Design	15,657,522	-	-	-
Total	\$ 63,384,999	\$ -	\$ -	\$ -

Department Personnel

	FY2014 Budget	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Architectural Engineering & Parks	53.80	0.00	0.00	0.00
Engineering & Capital Projects	1.00	0.00	0.00	0.00
Field Engineering	152.25	0.00	0.00	0.00
Project Implementation	135.83	0.00	0.00	0.00
Right-of-Way Design	128.00	0.00	0.00	0.00
Total	470.88	0.00	0.00	0.00

Expenditures by Category

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
PERSONNEL				
Personnel Cost	\$ 32,553,147	\$ -	\$ -	\$ -
Fringe Benefits	22,805,337	-	-	-
PERSONNEL SUBTOTAL	55,358,484	-	-	-
NON-PERSONNEL				
Supplies	\$ 320,077	\$ -	\$ -	\$ -
Contracts	1,084,109	-	-	-
Information Technology	3,600,457	-	-	-
Energy and Utilities	264,989	-	-	-
Other	625,930	-	-	-
Transfers Out	1,332,778	-	-	-
Capital Expenditures	798,175	-	-	-
NON-PERSONNEL SUBTOTAL	8,026,515	-	-	-
Total	\$ 63,384,999	\$ -	\$ -	\$ -

Public Works - Engineering & Capital Projects

Revenues by Category

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Charges for Services	\$ 55,664,330	\$ -	\$ -	\$ -
Licenses and Permits	(65)	-	-	-
Other Revenue	1,449	-	-	-
Rev from Money and Prop	(59)	-	-	-
Rev from Other Agencies	5,116	-	-	-
Total	\$ 55,670,771	\$ -	\$ -	\$ -

Personnel Expenditures

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Proposed	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	4.00	0.00	0.00	\$31,491 - \$37,918	\$ -
20000012	Administrative Aide 1	1.00	0.00	0.00	36,962 - 44,533	-
20000024	Administrative Aide 2	3.00	0.00	0.00	42,578 - 51,334	-
20001140	Assistant Department Director	1.00	0.00	0.00	31,741 - 173,971	-
20000070	Assistant Engineer-Civil	134.75	0.00	0.00	57,866 - 69,722	-
90000070	Assistant Engineer-Civil - Hourly	1.67	0.00	0.00	57,866 - 69,722	-
20000077	Assistant Engineer-Electrical	5.00	0.00	0.00	57,866 - 69,722	-
20000116	Assistant Engineer-Traffic	6.00	0.00	0.00	57,866 - 69,722	-
20000143	Associate Engineer-Civil	84.00	0.00	0.00	66,622 - 80,454	-
90000143	Associate Engineer-Civil - Hourly	0.39	0.00	0.00	66,622 - 80,454	-
20000150	Associate Engineer-Electrical	2.00	0.00	0.00	66,622 - 80,454	-
20000154	Associate Engineer-Mechanical	1.00	0.00	0.00	66,622 - 80,454	-
20000167	Associate Engineer-Traffic	4.00	0.00	0.00	66,622 - 80,454	-
20000119	Associate Management Analyst	11.00	0.00	0.00	54,059 - 65,333	-
90000119	Associate Management Analyst - Hourly	0.39	0.00	0.00	54,059 - 65,333	-
20000162	Associate Planner	5.00	0.00	0.00	56,722 - 68,536	-
20000649	Biologist 3	1.00	0.00	0.00	62,005 - 75,067	-
20000539	Clerical Assistant 2	6.00	0.00	0.00	29,931 - 36,067	-
90000544	Clerical Assistant 2 - Hourly	0.96	0.00	0.00	29,931 - 36,067	-
20000545	Contracts Processing Clerk	4.00	0.00	0.00	32,968 - 39,811	-
20001168	Deputy Director	4.00	0.00	0.00	46,966 - 172,744	-
90001168	Deputy Director - Hourly	0.50	0.00	0.00	46,966 - 172,744	-
20000290	Information Systems Analyst 2	3.00	0.00	0.00	54,059 - 65,333	-
20000293	Information Systems Analyst 3	1.00	0.00	0.00	59,363 - 71,760	-
20000998	Information Systems Analyst 4	1.00	0.00	0.00	66,768 - 80,891	-
20000377	Information Systems Technician	1.00	0.00	0.00	42,578 - 51,334	-
90000552	Junior Engineer-Civil - Hourly	0.51	0.00	0.00	50,003 - 60,549	-
20000556	Junior Engineering Aide	1.00	0.00	0.00	38,688 - 46,571	-
20001018	Land Surveying Assistant	13.00	0.00	0.00	57,866 - 69,722	-
20001019	Land Surveying Associate	5.00	0.00	0.00	66,622 - 80,454	-
90001073	Management Intern - Hourly	5.35	0.00	0.00	24,274 - 29,203	-
20000669	Park Designer	4.00	0.00	0.00	66,664 - 80,496	-
20000680	Payroll Specialist 2	3.00	0.00	0.00	34,611 - 41,787	-

Public Works - Engineering & Capital Projects

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Proposed	Salary Range	Total
20000743	Principal Engineering Aide	52.00	0.00	0.00	50,003 - 60,549	-
90000743	Principal Engineering Aide - Hourly	0.50	0.00	0.00	50,003 - 60,549	-
20000518	Principal Survey Aide	8.00	0.00	0.00	50,003 - 60,549	-
20000748	Principal Traffic Engineering Aide	1.00	0.00	0.00	50,003 - 60,549	-
20001222	Program Manager	1.00	0.00	0.00	46,966 - 172,744	-
20000760	Project Assistant	8.00	0.00	0.00	57,866 - 69,722	-
20000761	Project Officer 1	7.00	0.00	0.00	66,622 - 80,454	-
20000763	Project Officer 2	6.00	0.00	0.00	76,794 - 92,851	-
20000784	Public Information Officer	2.00	0.00	0.00	43,514 - 52,707	-
20000869	Senior Account Clerk	1.00	0.00	0.00	36,067 - 43,514	-
20000885	Senior Civil Engineer	25.00	0.00	0.00	76,794 - 92,851	-
90000885	Senior Civil Engineer - Hourly	0.60	0.00	0.00	76,794 - 92,851	-
20000927	Senior Clerk/Typist	3.00	0.00	0.00	36,067 - 43,514	-
90000400	Senior Drafting Aide - Hourly	0.34	0.00	0.00	44,429 - 53,706	-
20000900	Senior Engineering Aide	2.00	0.00	0.00	44,429 - 53,706	-
20000830	Senior Engineering Geologist	1.00	0.00	0.00	76,794 - 92,851	-
90000830	Senior Engineering Geologist - Hourly	0.50	0.00	0.00	76,794 - 92,851	-
20001014	Senior Land Surveyor	1.00	0.00	0.00	76,794 - 92,851	-
20000015	Senior Management Analyst	7.00	0.00	0.00	59,363 - 71,760	-
90000015	Senior Management Analyst - Hourly	0.38	0.00	0.00	59,363 - 71,760	-
20000918	Senior Planner	4.00	0.00	0.00	65,354 - 79,019	-
20000916	Senior Public Information Officer	2.00	0.00	0.00	54,059 - 65,333	-
20000929	Senior Survey Aide	4.00	0.00	0.00	44,429 - 53,706	-
20000926	Senior Traffic Engineer	2.00	0.00	0.00	76,794 - 92,851	-
90000964	Student Engineer - Hourly	4.04	0.00	0.00	26,707 - 32,011	-
20000970	Supervising Management Analyst	3.00	0.00	0.00	66,768 - 80,891	-
21000177	Trainer	1.00	0.00	0.00	54,059 - 65,333	-
20000756	Word Processing Operator	5.00	0.00	0.00	31,491 - 37,918	-
FTE, Salaries, and Wages Subtotal		470.88	0.00	0.00	\$	-

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
--	---------------	---------------	-----------------	--------------------

Fringe Benefits

Employee Offset Savings	\$ 270,517	\$ -	\$ -	\$ -
Flexible Benefits	2,953,748	-	-	-
Long-Term Disability	246,695	-	-	-
Medicare	453,333	-	-	-
Other Post-Employment Benefits	2,719,007	-	-	-
Retiree Medical Trust	7,444	-	-	-
Retirement 401 Plan	24,338	-	-	-
Retirement ADC	13,204,782	-	-	-
Retirement DROP	113,337	-	-	-
Retirement Offset Contribution	1,761	-	-	-

Public Works - Engineering & Capital Projects

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Risk Management Administration	408,858	-	-	-
Supplemental Pension Savings Plan	1,685,450	-	-	-
Unemployment Insurance	84,564	-	-	-
Workers' Compensation	631,503	-	-	-
Fringe Benefits Subtotal	\$ 22,805,337	\$ -	\$ -	\$ -
Total Personnel Expenditures		\$ -	\$ -	

Engineering & Capital Projects Fund

Department Expenditures

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Architectural Engineering & Parks	\$ -	\$ 8,571,274	\$ 10,362,559	\$ 1,791,285
Engineering & Capital Projects	-	241,468	234,448	(7,020)
Field Engineering	-	21,038,697	24,683,210	3,644,513
Project Implementation	-	18,693,004	22,693,684	4,000,680
Right-of-Way Design	-	15,822,794	17,826,713	2,003,919
Total	\$ -	\$ 64,367,237	\$ 75,800,614	\$ 11,433,377

Department Personnel

	FY2014 Budget	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Architectural Engineering & Parks	0.00	59.85	77.85	18.00
Engineering & Capital Projects	0.00	1.00	1.00	0.00
Field Engineering	0.00	161.65	200.65	39.00
Project Implementation	0.00	132.55	163.70	31.15
Right-of-Way Design	0.00	129.55	153.40	23.85
Total	0.00	484.60	596.60	112.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Capital Improvements Program (CIP) Support	99.00	\$ 9,834,166	\$ 9,834,166
Addition of 99.00 FTE positions and associated non-personnel expenditures and revenue to support the expansion of the Capital Improvements Program (CIP).			
Non-Discretionary Adjustment	0.00	902,771	-
Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.			
Addition of Training	0.00	356,000	-
Addition of non-personnel expenditures for training for existing positions.			
Undergrounding Section	3.00	319,980	319,980
Addition of 1.00 Senior Civil Engineer, 2.00 Associate Engineers-Civil, and associated revenue for a new San Diego Gas & Electric (SDG&E) undergrounding section.			

Public Works - Engineering & Capital Projects

Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Comptroller Services Addition of non-personnel expenditures for a service level agreement with the Office of the City Comptroller.	0.00	300,000	-
Transfer of Engineers Transfer of 1.00 Associate Engineer-Civil and 1.00 Assistant Engineer-Civil from the Public Works - General Services Department to the Public Works - Engineering & Capital Projects Department for facilities condition assessments.	2.00	265,357	-
Enterprise Asset Management Adjustment Addition of non-personnel expenditures and revenue associated with the SAP Enterprise Asset Management (EAM) Project.	0.00	171,121	161,139
Addition of Administrative Support Addition of non-personnel expenditures for administrative support provided by the Public Works - General Services Department General Fund.	0.00	112,000	-
Non-Standard Hour Personnel Funding Adjustment to expenditures according to a zero-based annual review of non-standard hour personnel funding requirements.	1.00	34,135	-
Salary and Benefit Adjustments Adjustments to reflect the annualization of the Fiscal Year 2015 negotiated salary compensation schedule, changes to savings resulting from positions to be vacant for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiation adjustments.	9.00	(66,333)	-
Transfer of Word Processing Operator Transfer of 1.00 Word Processing Operator from the Public Works - Engineering & Capital Projects Department to the Communications Department.	(1.00)	(72,901)	-
Public Works Administration Support Transfer Transfer of 1.00 Trainer from the Public Works - Engineering & Capital Projects Department to the Public Works - General Services Department due to a re-organization of administration support unit.	(1.00)	(119,617)	-
Equipment/Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	(176,302)	-
One-Time Reductions and Annualizations Adjustment to reflect the removal of one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2015.	0.00	(427,000)	-
Revised Revenue Adjustment to reflect Fiscal Year 2016 revenue projections.	0.00	-	933,749
Facilities Condition Assessments Reimbursement Addition of reimbursable revenue associated with facilities condition assessments conducted for the General Fund.	0.00	-	184,343
Total	112.00	\$ 11,433,377	\$ 11,433,377

Public Works - Engineering & Capital Projects

Expenditures by Category

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
PERSONNEL				
Personnel Cost	\$ -	\$ 33,814,717	\$ 40,384,454	\$ 6,569,737
Fringe Benefits	-	21,987,091	24,259,374	2,272,283
PERSONNEL SUBTOTAL	-	55,801,808	64,643,828	8,842,020
NON-PERSONNEL				
Supplies	\$ -	\$ 681,843	\$ 1,185,383	\$ 503,540
Contracts	-	2,470,613	4,219,787	1,749,174
Information Technology	-	2,602,403	2,439,777	(162,626)
Energy and Utilities	-	322,864	359,242	36,378
Other	-	690,751	690,751	-
Transfers Out	-	1,731,756	2,136,647	404,891
Capital Expenditures	-	64,726	124,726	60,000
Debt	-	473	473	-
NON-PERSONNEL SUBTOTAL	-	8,565,429	11,156,786	2,591,357
Total	\$ -	\$ 64,367,237	\$ 75,800,614	\$ 11,433,377

Revenues by Category

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Charges for Services	\$ -	\$ 64,367,237	\$ 75,800,614	\$ 11,433,377
Total	\$ -	\$ 64,367,237	\$ 75,800,614	\$ 11,433,377

Personnel Expenditures

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Proposed	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	0.00	4.00	4.00	\$31,491 - \$37,918	\$ 141,120
20000012	Administrative Aide 1	0.00	1.00	2.00	36,962 - 44,533	86,140
20000024	Administrative Aide 2	0.00	3.00	4.00	42,578 - 51,334	189,043
20001140	Assistant Department Director	0.00	1.00	1.00	31,741 - 173,971	137,000
20001202	Assistant Deputy Director	0.00	2.00	3.00	23,005 - 137,904	290,908
20000070	Assistant Engineer-Civil	0.00	137.75	177.75	57,866 - 69,722	11,743,743
90000070	Assistant Engineer-Civil - Hourly	0.00	0.70	1.05	57,866 - 69,722	73,209
20000077	Assistant Engineer-Electrical	0.00	5.00	6.00	57,866 - 69,722	405,430
20000116	Assistant Engineer-Traffic	0.00	6.00	7.00	57,866 - 69,722	471,228
20000143	Associate Engineer-Civil	0.00	89.50	100.00	66,622 - 80,454	7,798,596
90000143	Associate Engineer-Civil - Hourly	0.00	0.35	0.35	66,622 - 80,454	28,159
20000150	Associate Engineer-Electrical	0.00	2.00	2.00	66,622 - 80,454	146,354
20000154	Associate Engineer-Mechanical	0.00	1.00	2.00	66,622 - 80,454	153,670
20000167	Associate Engineer-Traffic	0.00	4.00	4.00	66,622 - 80,454	321,816
20000119	Associate Management Analyst	0.00	11.00	17.00	54,059 - 65,333	995,382
90000119	Associate Management Analyst - Hourly	0.00	0.35	0.35	54,059 - 65,333	22,866
20000162	Associate Planner	0.00	5.00	7.00	56,722 - 68,536	464,489
20000649	Biologist 3	0.00	1.00	1.00	62,005 - 75,067	73,941
20000539	Clerical Assistant 2	0.00	6.00	6.00	29,931 - 36,067	192,713

Public Works - Engineering & Capital Projects

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Proposed	Salary Range	Total
90000544	Clerical Assistant 2 - Hourly	0.00	0.85	0.00	29,931 - 36,067	-
20000545	Contracts Processing Clerk	0.00	4.00	6.00	32,968 - 39,811	230,781
20001168	Deputy Director	0.00	4.00	4.00	46,966 - 172,744	482,486
90001168	Deputy Director - Hourly	0.00	0.35	0.00	46,966 - 172,744	-
20000290	Information Systems Analyst 2	0.00	3.00	4.00	54,059 - 65,333	244,088
20000293	Information Systems Analyst 3	0.00	1.00	1.00	59,363 - 71,760	71,760
20000998	Information Systems Analyst 4	0.00	1.00	1.00	66,768 - 80,891	80,891
20000377	Information Systems Technician	0.00	1.00	1.00	42,578 - 51,334	50,307
20001018	Land Surveying Assistant	0.00	17.00	23.00	57,866 - 69,722	1,510,458
20001019	Land Surveying Associate	0.00	5.00	6.00	66,622 - 80,454	460,498
90001073	Management Intern - Hourly	0.00	5.50	6.50	24,274 - 29,203	172,253
20000669	Park Designer	0.00	4.00	4.00	66,664 - 80,496	318,362
20000680	Payroll Specialist 2	0.00	3.00	3.00	34,611 - 41,787	117,140
20000743	Principal Engineering Aide	0.00	54.50	74.00	50,003 - 60,549	4,272,331
90000743	Principal Engineering Aide - Hourly	0.00	0.35	0.35	50,003 - 60,549	21,192
20001187	Principal Planner	0.00	0.00	1.00	46,966 - 172,744	110,000
20000518	Principal Survey Aide	0.00	10.00	13.00	50,003 - 60,549	740,942
20000748	Principal Traffic Engineering Aide	0.00	1.00	1.00	50,003 - 60,549	57,309
90000748	Principal Traffic Engineering Aide - Hourly	0.00	0.00	0.35	50,003 - 60,549	21,192
20001222	Program Manager	0.00	1.00	1.00	46,966 - 172,744	110,000
20000760	Project Assistant	0.00	8.00	18.00	57,866 - 69,722	1,183,814
20000761	Project Officer 1	0.00	7.00	7.00	66,622 - 80,454	561,784
20000763	Project Officer 2	0.00	6.00	6.00	76,794 - 92,851	539,656
20000869	Senior Account Clerk	0.00	1.00	1.00	36,067 - 43,514	43,514
20000885	Senior Civil Engineer	0.00	25.00	27.00	76,794 - 92,851	2,452,527
90000885	Senior Civil Engineer - Hourly	0.00	0.35	0.35	76,794 - 92,851	32,498
20000927	Senior Clerk/Typist	0.00	3.00	4.00	36,067 - 43,514	162,906
90000400	Senior Drafting Aide - Hourly	0.00	0.35	0.35	44,429 - 53,706	18,797
20000900	Senior Engineering Aide	0.00	3.00	4.00	44,429 - 53,706	204,450
90000830	Senior Engineering Geologist - Hourly	0.00	0.35	0.35	76,794 - 92,851	32,498
20001014	Senior Land Surveyor	0.00	2.00	2.00	76,794 - 92,851	180,647
20000015	Senior Management Analyst	0.00	8.00	9.00	59,363 - 71,760	613,543
90000015	Senior Management Analyst - Hourly	0.00	0.35	0.35	59,363 - 71,760	25,116
20000918	Senior Planner	0.00	4.00	4.00	65,354 - 79,019	313,426
20000929	Senior Survey Aide	0.00	3.00	3.00	44,429 - 53,706	157,556
20000926	Senior Traffic Engineer	0.00	2.00	2.00	76,794 - 92,851	184,309
90000964	Student Engineer - Hourly	0.00	5.00	5.50	26,707 - 32,011	160,622
20000970	Supervising Management Analyst	0.00	3.00	3.00	66,768 - 80,891	242,049
21000177	Trainer	0.00	1.00	0.00	54,059 - 65,333	-
20000756	Word Processing Operator	0.00	5.00	4.00	31,491 - 37,918	149,776

Public Works - Engineering & Capital Projects

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Proposed	Salary Range	Total
	Budgeted Vacancy Savings					(1,779,822)
	Engineering Geologist Pay					4,875
	Exceptional Performance Pay-Classified					5,486
	Landscape Architect Lic					36,222
	Overtime Budgeted					329,096
	Reg Pay For Engineers					1,595,702
	Termination Pay Annual Leave					125,610
FTE, Salaries, and Wages Subtotal		0.00	484.60	596.60		\$ 40,384,454
		FY2014 Actual		FY2015 Budget	FY2016 Proposed	FY2015–2016 Change
Fringe Benefits						
	Employee Offset Savings	\$ -	\$ 291,471	\$ 240,200	\$ (51,271)	
	Flexible Benefits	-	3,332,378	4,739,097	1,406,719	
	Long-Term Disability	-	109,310	125,961	16,651	
	Medicare	-	465,352	564,754	99,402	
	Other Post-Employment Benefits	-	2,711,502	3,297,735	586,233	
	Retiree Medical Trust	-	6,875	30,655	23,780	
	Retirement 401 Plan	-	23,582	29,512	5,930	
	Retirement ADC	-	12,551,010	11,675,254	(875,756)	
	Retirement DROP	-	113,133	129,471	16,338	
	Risk Management Administration	-	423,318	589,019	165,701	
	Supplemental Pension Savings Plan	-	1,774,341	2,457,997	683,656	
	Unemployment Insurance	-	62,573	71,972	9,399	
	Workers' Compensation	-	122,246	307,747	185,501	
Fringe Benefits Subtotal		\$ -	\$ 21,987,091	\$ 24,259,374	\$ 2,272,283	
Total Personnel Expenditures					\$ 64,643,828	

Public Works - Engineering & Capital Projects

Revenue and Expense Statement (Non-General Fund)

Engineering & Capital Projects Fund	FY2014 Actual	FY2015* Budget	FY2016 Proposed
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ —	\$ —	\$ (2,476,569)
TOTAL BALANCE AND RESERVES	\$ —	\$ —	\$ (2,476,569)
REVENUE			
Charges for Current Services	\$ —	\$ 64,367,237	\$ 75,800,614
TOTAL REVENUE	\$ —	\$ 64,367,237	\$ 75,800,614
TOTAL BALANCE, RESERVES, AND REVENUE	\$ —	\$ 64,367,237	\$ 73,324,045
OPERATING EXPENSE			
Personnel Expenses	\$ —	\$ 33,814,717	\$ 40,384,454
Fringe Benefits	—	21,987,091	24,259,374
Supplies	—	681,843	1,185,383
Contracts	—	2,470,613	4,219,787
Information Technology	—	2,602,403	2,439,777
Energy and Utilities	—	322,864	359,242
Other Expenses	—	690,751	690,751
Transfers Out	—	1,731,756	2,136,647
Capital Expenditures	—	64,726	124,726
Debt Expenses	—	473	473
TOTAL OPERATING EXPENSE	\$ —	\$ 64,367,237	\$ 75,800,614
TOTAL EXPENSE	\$ —	\$ 64,367,237	\$ 75,800,614
BALANCE	\$ —	\$ —	\$ (2,476,569)¹
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ —	\$ 64,367,237	\$ 73,324,045

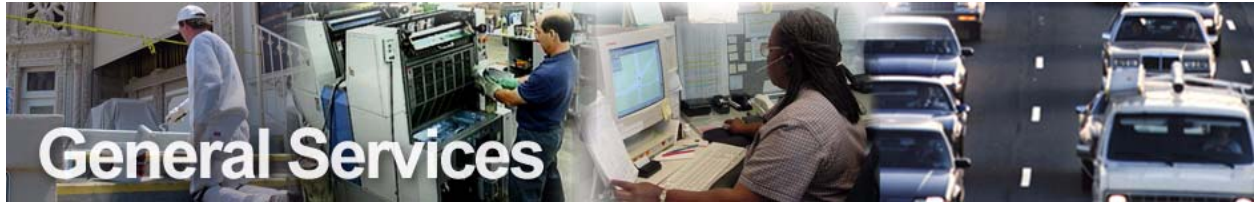
* At the time of publication, audited financial statements for Fiscal Year 2015 were not available. Therefore, the Fiscal Year 2015 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2015 Adopted Budget, while the beginning FY 2015 balance amount reflects the audited Fiscal Year 2014 ending balance.

¹The Engineering & Capital Projects Department will work with Financial Management and the Office of the City Comptroller to develop a mitigation plan for the projected negative fund balance in Fiscal Year 2016.



Page Intentionally Left Blank

Public Works - General Services



Division Description

The Division's mission is:

To proactively, systematically, and in an environmentally-responsible manner, maintain and enhance City capital assets, ensuring that they are safe, clean, and functional; provide customers with safe, economical, state-of-the-art, environmentally-friendly, and reliable fleet services delivered by highly-skilled professionals; and provide the highest quality of publishing services to customers in the most timely manner and at the lowest possible cost

General Services is comprised of the following divisions:

Facilities

Facilities provides day-to-day maintenance and repair, modernization, and improvement services including preventive and scheduled maintenance, emergency repairs, deferred maintenance, and tenant improvements to over 1,600 structures. Deferred maintenance work includes re-roofing, replacing heating, ventilating, and air conditioning systems (HVAC), electrical repairs, and structural repairs.

Fleet Services

Fleet Services provides all City departments with motive equipment and comprehensive fleet management services. Support includes vehicle acquisition, fitting, maintenance and repair, the provision of parts and fuel, body repair, painting, metal fabrication, disposal services, machining, equipment rental, and operator training.

Publishing Services

Publishing Services is the City's full-service, in-house reproduction and graphics center. Publishing Services delivers full graphics services including design, offset press, high-volume copying, and product finishing. Publishing Services is responsible for the Convenience Copier Program and managing more than 560 multi-function copiers for departmental needs.

Administration

Administration provides information technology, budget, human resources and administrative support to the Public Works Department.

Goals and Objectives

The following goals and objectives represent the specific action plan for General Services:

Public Works - General Services

Facilities Division

Goal 1: Achieve a Comprehensive Facility Maintenance Level

Facilities Division is focused to ensure facilities and building systems provide a clean and productive environment. Service requests are handled by Work Control Center representatives who readily communicate to trade personnel for rapid responses. The Division will move towards accomplishing this goal by focusing on the following objectives:

- Perform routine facility occupant surveys
- Routinely inspect facilities
- Respond to all emergency repairs requests in an expedited manner to minimize operational outages

Goal 2: Proactively maintain and enhance City facilities

This program schedules inspection and routine maintenance to identify problems in advance of failure and to ensure the facility and related systems are in sound condition resulting in minimal interruptions to City operations. The Facilities Division will move towards accomplishing this goal by focusing on the following objectives:

- Develop and implement an effective preventative maintenance program for City facilities
- Provide ongoing condition assessments in support of General Fund facilities
- Utilize available resources effectively to maintain City facilities

Goal 3: Maintain a highly-motivated, well-trained, and stable workforce

The Division will move toward accomplishing this goal by focusing on the following objectives:

- Provide appropriate trade-specific safety trainings
- Provide training that enhances performance and broadens workforce skills
- Establish and maintain an Apprenticeship Program
- Prepare for natural attrition when planning recruiting efforts
- Recognize and reward high-performing teams and employees

Goal 4: Develop and implement sustainability initiatives

- Support all energy efficient and sustainable programs
- Develop and provide training of energy efficient techniques

Fleet Services¹

Goal 1: Minimize the environmental impact of the fleet

The Division will move toward accomplishing this goal by focusing on the following objectives:

Perform routine facility occupant surveys

- Perform routine facility occupant surveys
- Reduce overall vehicle emissions through the acquisition of environmentally-friendly vehicles
- Perform effective maintenance, inspection, and testing practices
- In cooperation with City departments, effectively monitor, report, and improve the utilization of City vehicles in accordance with the established utilization policy

Goal 2: Maintain a highly-motivated, well-trained, and stable workforce

The Division will move toward accomplishing this goal by focusing on the following objectives:

- Develop and implement an effective preventative maintenance program for City facilities
- Provide appropriate position-specific safety trainings
- Provide training that enhances performance and broadens workforce skills
- Maintain and support the City's Apprenticeship Program
- Prepare for natural attrition when planning recruiting efforts

¹ Fleet Services has been moved to the Internal Operations Branch.

Public Works - General Services

- Recognize and reward high-performing teams and employees

Goal 3: Proactively maintain the City's fleet to achieve optimal usage and performance

The Division will move toward accomplishing this goal by focusing on the following objectives:

- Provide timely and effective Preventative Maintenance services
- Reduce overall vehicle downtime
- Solicit and analyze vehicle user feedback

Goal 4: Develop and implement sustainability initiatives

- Support all energy efficient and sustainable programs
- Develop and provide training of energy efficient techniques

Publishing Services

Goal 1: Respond adeptly to City requirements for publishing services

The Division will move toward accomplishing this goal by focusing on the following objectives:

- Perform routine facility occupant surveys
- Effectively market the services available from Publishing Services to other City departments
- Provide timely and efficient publishing services
- Provide employee training and equipment to keep pace with the City's reprographic needs

Service Efforts and Accomplishments

During Fiscal Year 2015, the Facilities Division completed a range of maintenance and repair projects citywide and responded to hundreds of emergency repair calls. Additionally, Facilities completed various improvements at city-owned and leased facilities including:

- Completed over 500 facilities condition assessments
- Completed the roof replacement at Montgomery Airport and Balboa Park Chess Club
- Finished painting projects at Balboa Park and Ocean Beach Library
- Implemented energy efficiency lighting upgrades at museums in Balboa Park
- Installed an energy saving HVAC unit at the Malcolm X Library
- Performed HVAC replacements at Montgomery Airport and Engineering & Capital Projects Field Office
- Completed boiler replacement at Clairemont Pool

Public Works - General Services

Fleet Services¹

The Fleet Services Division continued implementing the Most Efficient Government Organization (MEGO) employees' winning proposal. The MEGO proposal will result in savings of approximately \$4.0 million per year over the five-year term when completed. In Fiscal Year 2015, all labor negotiations items were completed, a vehicle parts provider contract was established, work location assignments were finalized, additional approved service contracts were established, and an assessment was completed on the Fleet Focus software identifying additional system requirements. A new business model was established for the acquisition and distribution of vehicle maintenance parts and supplies.

The Vehicle Acquisition Program procured approximately 395 replacement and 24 additional vehicles in Fiscal Year 2015, resulting in significantly reduction of over-age and over-mileage vehicles, particularly in the Police and Fire-Rescue departments. Fleet Services is also acquiring a new cliff rescue vehicle for the Fire-Rescue Department.

Publishing Services

Publishing Services continues to support all publishing needs by managing the Convenience Copier Program and providing quick copy, offset press, graphic design, and individual printing projects. Publishing Services completes approximately 4,000 work orders per year and maintains a customer satisfaction rate in excess of 99 percent.

¹ Fleet Services has been moved to the Internal Operations Branch.

Public Works - General Services

Key Performance Indicators - Facilities

Performance Indicator	Target FY2014	Actual FY2014	Estimated FY2015	Target FY2016
1. Number of Service Work Orders completed	10,000	10,217	10,300	10,300
2. Increase Preventative Maintenance activities of overall maintenance activities	18%	23%	25%	30%
3. Respond to and resolve urgent service requests within 3 hours	90%	100%	93%	95%

Managed Competition Performance Measures - Fleet

Performance Indicator	Target FY2014	Actual FY2014	Estimated FY2015	Target FY2016
1. Completion of scheduled preventive maintenance on time	N/A ¹	N/A ¹	9.0 days	9.0 days
2. Maintain availability of Priority 1 vehicles ²	N/A ¹	N/A ¹	99.0%	99.0%
3. Completion of maintenance needs within one day	N/A ¹	N/A ¹	98.0%	98.0%

1. The MEGO was not fully implemented until Fiscal Year 2016 and information not known at that time for Fiscal Year 2014.

2. As defined by each City department's fleet inventory based on critical operational needs.

Managed Competition Performance Measures - Publishing

Performance Indicator	Target FY2014	Actual FY2014	Estimated FY2015	Target FY2016
1. Standard job turn-around times of approximately 80% within 10 days	9 days	8 days	8 days	9 days
2. Up-time for convenience copiers of 99%	99.0%	99.2%	99.3%	99.0%
3. Customer satisfaction rates of 98%	98.0%	100.0%	99.0%	98.0%



Page Intentionally Left Blank

Public Works - General Services

Department Summary

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
FTE Positions (Budgeted)	302.50	317.50	354.50	37.00
Personnel Expenditures	\$ 30,706,855	\$ 29,597,573	\$ 32,489,653	\$ 2,892,080
Non-Personnel Expenditures	57,876,519	62,870,253	77,971,421	15,101,168
Total Department Expenditures	\$ 88,583,375	\$ 92,467,826	\$ 110,461,074	\$ 17,993,248
Total Department Revenue	\$ 88,475,842	\$ 84,628,643	\$ 79,967,280	\$ (4,661,363)

General Fund

Department Expenditures

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Administration	\$ 1,152,622	\$ 1,030,270	\$ 1,443,379	\$ 413,109
Facilities	14,680,980	16,715,068	23,002,369	6,287,301
Total	\$ 15,833,602	\$ 17,745,338	\$ 24,445,748	\$ 6,700,410

Department Personnel

	FY2014 Budget	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Administration	7.00	7.00	10.00	3.00
Facilities	116.00	123.00	141.00	18.00
Total	123.00	130.00	151.00	21.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Transfer to Facilities CIP	0.00	\$ 3,564,086	\$ -
Addition of non-personnel expenditures related to the transfer to the Capital Improvements Program (CIP) for the Facilities Annual Allocation.			
Facilities Maintenance Positions	16.00	1,711,556	-
Addition of 16.00 FTE positions and associated non-personnel expenditures to increase the facilities maintenance and repair service levels.			
Enterprise Asset Management Adjustment	0.00	1,196,509	265,190
Addition of non-personnel expenditures and revenue associated with the SAP Enterprise Asset Management (EAM) Project.			
Facilities Condition/Needs Assessment	0.00	1,100,000	-
Addition of non-personnel expenditures to conduct a condition/needs assessment of City facilities.			
Non-Discretionary Adjustment	0.00	445,724	-
Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.			

Public Works - General Services

Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Additions for Administration Support Unit Addition of 1.00 Program Manager, 1.00 Assistant Trainer, and associated revenue to provide centralized budget, human resources and information technology functions to the department.	2.00	210,625	177,000
Addition of Project Assistants Addition of 2.00 Project Assistants to support the Facilities Division.	2.00	160,625	-
Apprenticeship Program Addition of 2.00 Apprentice 1-Refrigeration Mechanic and 1.00 Apprentice 1-Electrician, and associated non-personnel expenditures for the Apprenticeship Program.	2.00	134,950	-
Public Works Administration Support Transfer Transfer of 1.00 Trainer from the Public Works - Engineering & Capital Projects Department to the Public Works - General Services Department due to a re-organization of administration support unit.	1.00	119,617	-
Harbor Drive Pedestrian Bridge Security Addition of non-personnel expenditures for security services at the Harbor Drive Pedestrian Bridge Elevator.	0.00	50,000	-
Equipment/Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	49,784	-
Transfer of Custodian 2 Transfer of 1.00 Custodian 2 from the Environmental Services Department to the Public Works - General Services Department to collect recycling bins in City buildings.	1.00	47,381	-
Salary and Benefit Adjustments Adjustments to reflect the annualization of the Fiscal Year 2015 negotiated salary compensation schedule, changes to savings resulting from positions to be vacant for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiation adjustments.	0.00	(108,655)	-
Fleet Services Operations Transfer Transfer of 1.00 Supervising Management Analyst and 1.00 Information Systems Analyst 4 from Public Works-General Services to the Public Works-General Services Fleet division, and transfer of 1.00 Associate Management Analyst from Public Works - General Services Fleet Division to Public Works General Services due to a reorganization of the administration support unit.	(1.00)	(216,435)	-
Transfer of Engineers Transfer of 1.00 Associate Engineer-Civil and 1.00 Assistant Engineer-Civil from the Public Works - General Services Department to the Public Works - Engineering & Capital Projects Department for facilities condition assessments.	(2.00)	(265,357)	-

Public Works - General Services

Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
One-Time Reductions and Annualizations	0.00	(1,500,000)	-
Adjustment to reflect the removal of one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2015.			
Revised Revenue	0.00	-	(650,000)
Adjustment to reflect Fiscal Year 2016 revenue projections.			
Total	21.00	\$ 6,700,410	\$ (207,810)

Expenditures by Category

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
PERSONNEL				
Personnel Cost	\$ 5,998,128	\$ 6,576,311	\$ 7,637,244	\$ 1,060,933
Fringe Benefits	4,146,036	4,677,677	4,694,571	16,894
PERSONNEL SUBTOTAL	10,144,164	11,253,988	12,331,815	1,077,827
NON-PERSONNEL				
Supplies	\$ 1,732,734	\$ 1,633,083	\$ 1,919,637	\$ 286,554
Contracts	2,478,817	3,468,710	3,204,850	(263,860)
Information Technology	294,318	194,051	243,835	49,784
Energy and Utilities	834,570	893,194	1,068,339	175,145
Other	4,723	7,500	7,500	-
Transfers Out	344,275	264,812	5,324,772	5,059,960
Capital Expenditures	-	30,000	345,000	315,000
NON-PERSONNEL SUBTOTAL	5,689,438	6,491,350	12,113,933	5,622,583
Total	\$ 15,833,602	\$ 17,745,338	\$ 24,445,748	\$ 6,700,410

Revenues by Category

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Charges for Services	\$ 2,808,094	\$ 3,881,596	\$ 3,673,786	\$ (207,810)
Other Revenue	14,022	-	-	-
Rev from Money and Prop	(20)	-	-	-
Total	\$ 2,822,095	\$ 3,881,596	\$ 3,673,786	\$ (207,810)

Personnel Expenditures

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Proposed	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	1.00	1.00	2.00	\$31,491 - \$37,918	\$ 75,267
20000012	Administrative Aide 1	1.00	1.00	1.00	36,962 - 44,533	44,533
20000024	Administrative Aide 2	1.00	1.00	1.00	42,578 - 51,334	51,334
20000241	Apprentice 1-Electrician (5 Yr)	0.00	0.00	1.00	32,427 - 43,243	32,427
20000245	Apprentice 1-Refrigeration Mechanic	0.00	0.00	1.00	32,427 - 43,243	32,427
20000070	Assistant Engineer-Civil	1.00	1.00	0.00	57,866 - 69,722	-
91000175	Assistant Trainer - Hourly	0.00	0.00	1.00	44,470 - 54,059	49,067
20000143	Associate Engineer-Civil	1.00	1.00	0.00	66,622 - 80,454	-
20000119	Associate Management Analyst	0.00	0.00	1.00	54,059 - 65,333	54,059

Public Works - General Services

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Proposed	Salary Range	Total
20000201	Building Maintenance Supervisor	6.00	6.00	6.00	61,859 - 74,797	443,195
20000224	Building Service Technician	17.00	17.00	12.00	33,322 - 39,666	465,229
20000202	Building Supervisor	1.00	1.00	1.00	39,770 - 47,736	44,977
20000234	Carpenter	12.00	14.00	16.00	43,451 - 52,000	775,710
20000235	Carpenter Supervisor	0.00	1.00	1.00	49,192 - 59,571	49,192
20000617	Construction Estimator	3.00	2.00	2.00	53,706 - 64,958	127,886
20000354	Custodian 2	9.00	9.00	13.00	26,250 - 31,242	388,104
20000355	Custodian 3	0.00	0.00	1.00	28,725 - 33,966	28,725
20001101	Department Director	1.00	1.00	1.00	59,155 - 224,099	170,000
20001168	Deputy Director	1.00	1.00	1.00	46,966 - 172,744	120,000
20000408	Electrician	13.00	13.00	15.00	47,091 - 56,534	817,511
20000413	Electrician Supervisor	0.00	1.00	1.00	53,706 - 64,958	57,246
20000924	Executive Secretary	1.00	1.00	1.00	43,555 - 52,666	51,876
20000499	Heating Technician	3.00	2.00	2.00	47,091 - 56,534	112,220
20000500	Heating, Ventilation, and Air Conditioning Supervisor	0.00	1.00	2.00	53,706 - 64,958	118,664
20000290	Information Systems Analyst 2	1.00	1.00	1.00	54,059 - 65,333	65,333
20000998	Information Systems Analyst 4	1.00	1.00	0.00	66,768 - 80,891	-
20000377	Information Systems Technician	1.00	1.00	1.00	42,578 - 51,334	51,334
20000613	Locksmith	2.00	2.00	2.00	44,221 - 52,853	103,208
20000667	Painter	7.00	9.00	14.00	41,600 - 49,962	640,003
20000668	Painter Supervisor	0.00	1.00	1.00	47,382 - 57,262	57,262
20000680	Payroll Specialist 2	1.00	1.00	1.00	34,611 - 41,787	41,787
20000709	Plasterer	2.00	1.00	2.00	45,490 - 54,538	98,517
20000711	Plumber	11.00	11.00	11.00	47,091 - 56,534	607,393
20000713	Plumber Supervisor	0.00	1.00	1.00	53,706 - 64,958	60,450
20001222	Program Manager	0.00	0.00	1.00	46,966 - 172,744	115,000
20000760	Project Assistant	0.00	0.00	2.00	57,866 - 69,722	115,731
20000833	Refrigeration Mechanic	7.00	10.00	14.00	47,091 - 56,534	709,748
20000842	Roofer	6.00	5.00	6.00	39,666 - 47,528	259,036
20000847	Safety Officer	1.00	1.00	1.00	57,907 - 69,930	69,930
20000223	Senior Building Maintenance Supervisor	1.00	0.00	0.00	76,918 - 93,018	-
20000222	Senior Building Maintenance Supervisor	1.00	1.00	1.00	76,918 - 93,018	93,018
20000826	Senior Locksmith	1.00	1.00	1.00	46,446 - 55,578	55,578
20000015	Senior Management Analyst	1.00	1.00	1.00	59,363 - 71,760	71,760
20000966	Senior Refrigeration Mechanic	3.00	4.00	5.00	49,462 - 59,384	276,185
20000950	Stock Clerk	1.00	0.00	0.00	30,056 - 36,275	-
20000313	Supervising Department Human Resources Analyst	1.00	1.00	1.00	66,768 - 80,891	80,891
20000970	Supervising Management Analyst	1.00	1.00	0.00	66,768 - 80,891	-
21000177	Trainer	0.00	0.00	1.00	54,059 - 65,333	65,333
20000756	Word Processing Operator	1.00	1.00	0.00	31,491 - 37,918	-

Public Works - General Services

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Proposed	Salary Range	Total
	Budgeted Vacancy Savings					(254,945)
	Night Shift Pay					1,562
	Overtime Budgeted					132,948
	Termination Pay Annual Leave					10,533
FTE, Salaries, and Wages Subtotal		123.00	130.00	151.00		\$ 7,637,244
		FY2014 Actual	FY2015 Budget	FY2016 Proposed		FY2015-2016 Change
Fringe Benefits						
	Employee Offset Savings	\$ 25,524	\$ 25,839	\$ 21,546	\$	(4,293)
	Flexible Benefits	702,175	899,213	1,186,976		287,763
	Insurance	1,405	-	-		-
	Long-Term Disability	46,757	22,090	24,645		2,555
	Medicare	83,091	90,388	105,610		15,222
	Other Post-Employment Benefits	693,948	758,250	861,840		103,590
	Retiree Medical Trust	3,801	3,437	8,513		5,076
	Retirement 401 Plan	9,693	9,779	8,975		(804)
	Retirement ADC	1,907,356	2,115,433	1,593,567		(521,866)
	Retirement DROP	25,794	22,700	30,554		7,854
	Retirement Offset Contribution	55	-	-		-
	Risk Management Administration	103,297	118,375	153,936		35,561
	Supplemental Pension Savings Plan	298,507	313,595	476,311		162,716
	Unemployment Insurance	16,040	12,642	14,093		1,451
	Workers' Compensation	228,594	285,936	208,005		(77,931)
Fringe Benefits Subtotal		\$ 4,146,036	\$ 4,677,677	\$ 4,694,571	\$	16,894
Total Personnel Expenditures				\$ 12,331,815		

Fleet Services Operating Fund

Department Expenditures

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Fleet Services	\$ 49,248,811	\$ 50,837,774	\$ 51,245,753	\$ 407,979
Total	\$ 49,248,811	\$ 50,837,774	\$ 51,245,753	\$ 407,979

Department Personnel

	FY2014 Budget	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Fleet Services	169.50	177.50	193.50	16.00
Total	169.50	177.50	193.50	16.00

Public Works - General Services

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Salary and Benefit Adjustments Adjustments to reflect the annualization of the Fiscal Year 2015 negotiated salary compensation schedule, changes to savings resulting from positions to be vacant for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiation adjustments.	0.00	\$ 537,512	\$ -
Fleet Technicians Addition Addition of 2.00 Master Fleet Technicians, 4.00 Fleet Technicians, and non-personnel expenditures to meet increased service levels.	6.00	387,812	-
Equipment/Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	299,153	-
Fleet Services Operations Administrative Support Addition of 1.00 Program Manager, 1.00 Information System Analyst 3, and associated non-personnel expenditures for administrative support.	2.00	221,225	-
Fleet Services Operations Transfer Transfer of 1.00 Supervising Management Analyst and 1.00 Information Systems Analyst 4 from Public Works-General Services to the Public Works-General Services Fleet division, and transfer of 1.00 Associate Management Analyst from Public Works - General Services Fleet Division to Public Works General Services due to a reorganization of the administration support unit.	1.00	216,435	-
Apprenticeship Program Addition of 2.00 Apprentice 2-Fleet Technicians and associated non-personnel expenditures for the Apprenticeship Program.	2.00	126,893	-
Heavy Tire Maintenance Addition of 2.00 Motive Service Technicians and associated non-personnel expenditures for heavy tire maintenance.	2.00	123,630	-
Welding Services Support Addition of 1.00 Welder and associated revenue to meet increased customer demand for non-vehicle welding services.	1.00	70,423	81,076
Car Wash Debris Hauling Addition of 1.00 Assistant Fleet Technician and associated non-personnel expenditures for car wash debris hauling.	1.00	64,216	-
Downtown Automated Rental Pool Addition of 1.00 Fleet Attendant and associated non-personnel expenditures for the downtown automated rental pool.	1.00	52,502	-
Non-Discretionary Adjustment Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	(61,832)	-

Public Works - General Services

Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Fuel Adjustments	0.00	(737,039)	(737,039)
Reduction of non-personnel expenditures and associated revenue for gasoline and other motor fuels.			
Fire Apparatus Vehicles	0.00	(892,951)	(892,951)
Reduction of non-personnel expenditures and associated revenue as a result of the end of the fire apparatus lease.			
Revised Revenue	0.00	-	1,327,455
Adjustment to reflect Fiscal Year 2016 Revenue Projections.			
Total	16.00	\$ 407,979	\$ (221,459)

Expenditures by Category

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
PERSONNEL				
Personnel Cost	\$ 11,447,094	\$ 10,009,494	\$ 11,264,566	\$ 1,255,072
Fringe Benefits	8,314,525	7,486,588	8,020,467	533,879
PERSONNEL SUBTOTAL	19,761,619	17,496,082	19,285,033	1,788,951
NON-PERSONNEL				
Supplies	\$ 8,463,997	\$ 8,408,951	\$ 8,445,890	\$ 36,939
Contracts	4,509,788	8,041,850	7,037,830	(1,004,020)
Information Technology	382,170	768,771	1,067,924	299,153
Energy and Utilities	15,202,161	14,991,690	14,511,655	(480,035)
Other	7,512	-	-	-
Transfers Out	708,818	753,885	524,508	(229,377)
Capital Expenditures	80,916	107,620	107,620	-
Debt	131,830	268,925	265,293	(3,632)
NON-PERSONNEL SUBTOTAL	29,487,192	33,341,692	31,960,720	(1,380,972)
Total	\$ 49,248,811	\$ 50,837,774	\$ 51,245,753	\$ 407,979

Revenues by Category

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Charges for Services	\$ 52,463,624	\$ 49,041,283	\$ 49,712,775	\$ 671,492
Other Revenue	350,602	295,000	295,000	-
Rev from Money and Prop	15,802	-	-	-
Transfers In	1,092,951	892,951	-	(892,951)
Total	\$ 53,922,979	\$ 50,229,234	\$ 50,007,775	\$ (221,459)

Personnel Expenditures

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Proposed	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	2.00	2.00	2.00	\$31,491 - \$37,918	\$ 62,982
20000254	Apprentice 2-Fleet Technician	0.00	0.00	2.00	38,085 - 48,235	76,170
20000088	Assistant Engineer-Mechanical	1.00	1.00	1.00	57,866 - 69,722	69,722
20000443	Assistant Fleet Technician	24.00	24.00	25.00	36,587 - 43,618	1,073,083
20000154	Associate Engineer-Mechanical	1.00	1.00	1.00	66,622 - 80,454	80,454

Public Works - General Services

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Proposed	Salary Range	Total
20000119	Associate Management Analyst	1.50	1.50	0.50	54,059 - 65,333	27,030
20000193	Body and Fender Mechanic	5.00	5.00	5.00	44,366 - 53,206	266,030
20001168	Deputy Director	1.00	1.00	1.00	46,966 - 172,744	118,000
20000438	Equipment Painter	2.00	2.00	2.00	44,366 - 53,206	106,412
20000433	Equipment Trainer	1.00	1.00	1.00	47,570 - 57,533	56,382
21000191	Fleet Attendant	0.00	1.00	2.00	30,534 - 36,296	61,068
20000774	Fleet Manager	3.00	3.00	3.00	76,773 - 93,018	279,054
20000183	Fleet Parts Buyer	1.00	2.00	2.00	44,637 - 54,059	108,118
20000182	Fleet Parts Buyer Supervisor	1.00	1.00	1.00	51,355 - 62,442	62,442
20000062	Fleet Repair Supervisor	7.00	7.00	7.00	62,421 - 75,525	528,675
21000195	Fleet Team Leader	8.00	10.00	10.00	50,003 - 61,402	611,140
20000420	Fleet Technician	70.00	70.00	74.00	44,366 - 53,206	3,884,206
20000293	Information Systems Analyst 3	0.00	0.00	1.00	59,363 - 71,760	59,363
20000998	Information Systems Analyst 4	0.00	0.00	1.00	66,768 - 80,891	80,891
20000618	Machinist	1.00	1.00	1.00	46,134 - 55,266	46,134
20000439	Master Fleet Technician	12.00	17.00	19.00	47,715 - 57,158	1,057,673
20000644	Metal Fabrication Supervisor	2.00	2.00	2.00	54,309 - 65,666	130,347
20000445	Motive Service Technician	0.00	0.00	2.00	34,195 - 40,976	68,390
20000680	Payroll Specialist 2	1.00	1.00	1.00	34,611 - 41,787	41,787
20001222	Program Manager	0.00	0.00	1.00	46,966 - 172,744	100,000
20000847	Safety Officer	1.00	1.00	1.00	57,907 - 69,930	69,930
20000015	Senior Management Analyst	1.00	1.00	1.00	59,363 - 71,760	71,760
20000951	Stock Clerk	0.00	7.00	7.00	30,056 - 36,275	241,487
20000950	Stock Clerk	7.00	0.00	0.00	30,056 - 36,275	-
20000955	Storekeeper 1	3.00	3.00	3.00	34,611 - 41,517	110,739
20000970	Supervising Management Analyst	0.00	0.00	1.00	66,768 - 80,891	80,891
20001051	Utility Worker 1	2.00	1.00	1.00	30,534 - 36,296	36,296
20001056	Vehicle and Fuel Clerk	2.00	2.00	2.00	31,491 - 37,918	75,836
20001058	Welder	9.00	9.00	10.00	44,366 - 53,206	523,220
	ASE Cert					52,832
	ASE Damage Estimate					936
	ASE Master Cert					214,539
	Class B					65,520
	Collision Repair Cert					3,640
	Exceptional Performance Pay-Classified					3,000
	Night Shift Pay					153,595
	Overtime Budgeted					400,000
	Plant/Tank Vol Cert Pay					22,656
	Termination Pay Annual Leave					64,144
	Welding Certification					17,992
FTE, Salaries, and Wages Subtotal		169.50	177.50	193.50		\$ 11,264,566

Public Works - General Services

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Fringe Benefits				
Employee Offset Savings	\$ 19,964	\$ 16,694	\$ 18,500	\$ 1,806
Flexible Benefits	1,239,032	1,331,279	1,652,164	320,885
Long-Term Disability	78,635	31,480	33,782	2,302
Medicare	148,337	127,016	143,960	16,944
Other Post-Employment Benefits	1,174,379	1,079,748	1,161,090	81,342
Retiree Medical Trust	2,399	1,517	5,164	3,647
Retirement 401 Plan	8,954	6,071	8,985	2,914
Retirement ADC	4,218,560	3,674,685	3,621,767	(52,918)
Retirement DROP	45,665	39,339	49,425	10,086
Retirement Offset Contribution	134	-	-	-
Risk Management Administration	174,582	168,566	207,386	38,820
Supplemental Pension Savings Plan	592,300	490,813	628,441	137,628
Unemployment Insurance	26,949	18,033	19,287	1,254
Workers' Compensation	584,636	501,347	470,516	(30,831)
Fringe Benefits Subtotal	\$ 8,314,525	\$ 7,486,588	\$ 8,020,467	\$ 533,879
Total Personnel Expenditures			\$ 19,285,033	

Fleet Services Replacement Fund

Department Expenditures

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Fleet Services	\$ 20,208,281	\$ 20,663,453	\$ 31,090,607	\$ 10,427,154
Total	\$ 20,208,281	\$ 20,663,453	\$ 31,090,607	\$ 10,427,154

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Vehicle Purchases	0.00	\$ 11,210,427	\$ -
Addition of non-personnel expenditures to reflect vehicle cash replacement funding estimates.			
Non-Discretionary Adjustment	0.00	(783,273)	-
Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.			
Revised Revenue	0.00	-	(4,232,094)
Adjustment to reflect Fiscal Year 2016 revenue projections.			
Total	0.00	\$ 10,427,154	\$ (4,232,094)

Public Works - General Services

Expenditures by Category

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015–2016 Change
NON-PERSONNEL				
Supplies	\$ 541,756	\$ -	\$ -	\$ -
Contracts	742,397	-	-	-
Other	670,666	-	-	-
Capital Expenditures	10,972,549	11,827,455	23,037,882	11,210,427
Debt	7,280,913	8,835,998	8,052,725	(783,273)
NON-PERSONNEL SUBTOTAL	20,208,281	20,663,453	31,090,607	10,427,154
Total	\$ 20,208,281	\$ 20,663,453	\$ 31,090,607	\$ 10,427,154

Revenues by Category

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015–2016 Change
Charges for Services	\$ 21,789,177	\$ 22,177,062	\$ 17,944,968	\$ (4,232,094)
Other Revenue	1,335,580	2,000,000	2,000,000	-
Transfers In	5,168,369	3,119,490	3,119,490	-
Total	\$ 28,293,126	\$ 27,296,552	\$ 23,064,458	\$ (4,232,094)

Publishing Services Fund

Department Expenditures

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015–2016 Change
Publishing Services	\$ 3,292,680	\$ 3,221,261	\$ 3,678,966	\$ 457,705
Total	\$ 3,292,680	\$ 3,221,261	\$ 3,678,966	\$ 457,705

Department Personnel

	FY2014 Budget	FY2015 Budget	FY2016 Proposed	FY2015–2016 Change
Publishing Services	10.00	10.00	10.00	0.00
Total	10.00	10.00	10.00	0.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Equipment/Support for Information Technology	0.00	\$ 270,209	\$ -
Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.			
Enterprise Asset Management Adjustment	0.00	148,563	-
Addition of non-personnel expenditures associated with the SAP Enterprise Asset Management (EAM) Project.			
Non-Discretionary Adjustment	0.00	47,515	-
Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.			

Public Works - General Services

Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Salary and Benefit Adjustments	0.00	25,302	-
Adjustments to reflect the annualization of the Fiscal Year 2015 negotiated salary compensation schedule, changes to savings resulting from positions to be vacant for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiation adjustments.			
Publishing Services Managed Competition Inflation	0.00	11,016	-
Addition of non-personnel expenditures to reflect the approved Fiscal Year 2016 bid level for the Publishing Services Managed Competition.			
One-Time Reductions and Annualizations	0.00	(44,900)	-
Adjustment to reflect the removal of one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2015.			
Total	0.00	\$ 457,705	\$ -

Expenditures by Category

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
PERSONNEL				
Personnel Cost	\$ 428,786	\$ 470,874	\$ 480,488	\$ 9,614
Fringe Benefits	372,287	376,629	392,317	15,688
PERSONNEL SUBTOTAL	801,072	847,503	872,805	25,302
NON-PERSONNEL				
Supplies	\$ 397,768	\$ 318,861	\$ 329,914	\$ 11,053
Contracts	1,921,091	1,868,891	1,824,463	(44,428)
Information Technology	32,195	38,310	308,519	270,209
Energy and Utilities	79,017	96,805	121,074	24,269
Other	315	-	-	-
Transfers Out	61,222	46,398	217,699	171,301
Debt	-	4,493	4,492	(1)
NON-PERSONNEL SUBTOTAL	2,491,608	2,373,758	2,806,161	432,403
Total	\$ 3,292,680	\$ 3,221,261	\$ 3,678,966	\$ 457,705

Revenues by Category

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Charges for Services	\$ 3,430,194	\$ 3,221,261	\$ 3,221,261	\$ -
Other Revenue	5,082	-	-	-
Rev from Money and Prop	2,367	-	-	-
Total	\$ 3,437,642	\$ 3,221,261	\$ 3,221,261	\$ -

Personnel Expenditures

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Proposed	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	1.00	1.00	1.00	\$31,491 - \$37,918	\$ 37,918
20000024	Administrative Aide 2	1.00	1.00	1.00	42,578 - 51,334	48,458
20000191	Bindery Worker 2	1.00	0.00	0.00	28,870 - 34,133	-

Public Works - General Services

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Proposed	Salary Range		Total
20000487	Graphic Designer	2.00	2.00	2.00	43,264 -	51,979	103,958
20000752	Print Shop Supervisor	1.00	1.00	1.00	57,158 -	68,120	68,120
21000193	Publishing Specialist 2	1.00	2.00	2.00	31,782 -	37,627	69,409
20000912	Senior Offset Press Operator	2.00	2.00	2.00	38,106 -	45,344	90,688
21000194	Senior Publishing Specialist	1.00	1.00	1.00	36,962 -	44,533	42,475
	Overtime Budgeted						19,462
FTE, Salaries, and Wages Subtotal		10.00	10.00	10.00		\$	480,488
		FY2014 Actual		FY2015 Budget	FY2016 Proposed		FY2015–2016 Change
Fringe Benefits							
	Employee Offset Savings	\$ 2,498	\$	2,539	\$ 2,585	\$	46
	Flexible Benefits	57,947		71,390	81,805		10,415
	Long-Term Disability	3,363		1,552	1,517		(35)
	Medicare	5,045		5,364	5,483		119
	Other Post-Employment Benefits	58,310		60,660	59,850		(810)
	Retiree Medical Trust	103		86	185		99
	Retirement ADC	203,602		196,603	192,921		(3,682)
	Retirement Offset Contribution	18		-	-		-
	Risk Management Administration	8,656		9,470	10,690		1,220
	Supplemental Pension Savings Plan	21,760		22,401	25,250		2,849
	Unemployment Insurance	1,153		888	867		(21)
	Workers' Compensation	9,832		5,676	11,164		5,488
Fringe Benefits Subtotal		\$ 372,287	\$	376,629	\$ 392,317	\$	15,688
Total Personnel Expenditures					\$ 872,805		

Public Works - General Services

Revenue and Expense Statement (Non-General Fund)

Fleet Services Operating Fund	FY2014 Actual	FY2015* Budget	FY2016 Proposed
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 1,821,560	\$ 6,830,732	\$ 4,752,456
Continuing Appropriation - CIP	982,695	713,000	2,317,028
TOTAL BALANCE AND RESERVES	\$ 2,804,255	\$ 7,543,732	\$ 7,069,484
REVENUE			
Charges for Current Services	\$ 52,463,624	\$ 49,041,283	\$ 49,712,775
<i>Fleet Operations Usage Charges</i>	35,739,512	32,357,645	33,685,100
<i>Fleet Operations Special Shop Services</i>	22,653	500,000	500,000
<i>Fleet Operations Equipment Damage Repair</i>	—	315,000	396,076
<i>Fleet Operations Pool Rental</i>	1,640,622	1,200,000	1,200,000
<i>Fleet Operations Fittings/Modifications</i>	—	180,000	180,000
<i>Gasoline Surcharge</i>	13,597,214	14,408,638	13,671,599
<i>Reimbursements Between Funds/Dept</i>	1,463,623	80,000	80,000
Other Revenue	350,602	295,000	295,000
<i>Warranty Repair Reimbursements</i>	46,528	75,000	75,000
<i>Expenditure Refund of Prior Year</i>	7,539	140,000	140,000
<i>Individual Comp Insurance</i>	—	30,000	30,000
<i>Sale of Discarded Materials</i>	16,770	50,000	50,000
<i>Miscellaneous Revenues</i>	1,000	—	—
<i>Refunds SPSP Forfeitures Terminations</i>	40,466	—	—
<i>P-card Rebate</i>	—	—	—
<i>Vehicle/Accident Cost Recoveries</i>	238,299	—	—
Revenue from Use of Money and Property	15,802	—	—
Transfers In	1,092,951	892,951	—
TOTAL REVENUE	\$ 53,922,979	\$ 50,229,234	\$ 50,007,775
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 56,727,233	\$ 57,772,966	\$ 57,077,259
CAPITAL IMPROVEMENTS PROGRAM (CIP) EXPENSE			
CIP Expenditures	\$ —	\$ 1,654,028	\$ —
TOTAL CIP EXPENSE	\$ —	\$ 1,654,028	\$ —
OPERATING EXPENSE			
Personnel Expenses	\$ 11,447,094	\$ 10,009,494	\$ 11,264,566
Fringe Benefits	8,314,525	7,486,588	8,020,467
Supplies	8,463,997	8,408,951	8,445,890
Contracts	4,509,788	8,041,850	7,037,830
Information Technology	382,170	768,771	1,067,924
Energy and Utilities	15,202,161	14,991,690	14,511,655
Other Expenses	7,512	—	—
Transfers Out	708,818	753,885	524,508
Capital Expenditures	80,916	107,620	107,620

Public Works - General Services

Revenue and Expense Statement (Non-General Fund)

Fleet Services Operating Fund	FY2014 Actual	FY2015* Budget	FY2016 Proposed
Debt Expenses	131,830	268,925	265,293
TOTAL OPERATING EXPENSE	\$ 49,248,811	\$ 50,837,774	\$ 51,245,753
EXPENDITURE OF PRIOR YEAR FUNDS			
CIP Expenditures	\$ —	\$ —	\$ 1,000,000
TOTAL EXPENDITURE OF PRIOR YEAR FUNDS	\$ —	\$ —	\$ 1,000,000
TOTAL EXPENSE	\$ 49,248,811	\$ 52,491,802	\$ 52,245,753
RESERVES			
Continuing Appropriation - CIP	\$ 713,000	\$ 713,000	\$ 1,317,028
TOTAL RESERVES	\$ 713,000	\$ 713,000	\$ 1,317,028
BALANCE	\$ 6,765,422	\$ 4,568,164	\$ 3,514,478
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 56,727,233	\$ 57,772,966	\$ 57,077,259

* At the time of publication, audited financial statements for Fiscal Year 2015 were not available. Therefore, the Fiscal Year 2015 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2015 Adopted Budget, while the beginning FY 2015 balance amount reflects the audited Fiscal Year 2014 ending balance.

Public Works - General Services

Revenue and Expense Statement (Non-General Fund)

Fleet Services Replacement Fund	FY2014 Actual	FY2015* Budget	FY2016 Proposed
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 13,290,032	\$ 10,910,406	\$ 14,903,983
Continuing Appropriation - Operating	33,623,056	35,956,055	25,956,055
TOTAL BALANCE AND RESERVES	\$ 46,913,088	\$ 46,866,461	\$ 40,860,038
REVENUE			
Charges for Current Services	\$ 21,789,177	\$ 22,177,062	\$ 17,944,968
<i>Fleet Operations Assignment Charge</i>	21,789,177	22,177,062	17,944,968
Other Revenue	1,335,580	2,000,000	2,000,000
<i>Sale of Equipment/Material Fuel</i>	1,334,307	2,000,000	2,000,000
<i>Other</i>	1,272	—	—
Transfers In	5,168,369	3,119,490	3,119,490
<i>Transfers in from Other Governmental Funds</i>	3,837,641	2,474,167	3,119,490
<i>Transfers in from Other Funds</i>	1,330,728	645,323	—
TOTAL REVENUE	\$ 28,293,126	\$ 27,296,552	\$ 23,064,458
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 75,206,214	\$ 74,163,013	\$ 63,924,496
OPERATING EXPENSE			
Supplies	\$ 541,756	\$ —	\$ —
Contracts	742,397	—	—
Other Expenses	670,666	—	—
Capital Expenditures	10,972,549	11,827,455	23,037,882
<i>Capital Expenditures - Vehicles</i>	10,972,549	—	23,037,882
<i>Acquisition and Fitting</i>	—	11,827,455	—
Debt Expenses	7,280,913	8,835,998	8,052,725
<i>Capital Lease Payments - Interest</i>	599,016	—	676,378
<i>Capital Lease Payments - Principal</i>	6,681,897	—	7,376,347
<i>Equipment Vehicle Financing Program</i>	—	8,835,998	—
TOTAL OPERATING EXPENSE	\$ 20,208,281	\$ 20,663,453	\$ 31,090,607
EXPENDITURE OF PRIOR YEAR FUNDS			
Operating Expenditures	\$ —	\$ —	\$ 10,000,000
TOTAL EXPENDITURE OF PRIOR YEAR FUNDS	\$ —	\$ —	\$ 10,000,000
TOTAL EXPENSE	\$ 20,208,281	\$ 20,663,453	\$ 41,090,607
RESERVES			
Continuing Appropriation - Operating	\$ 33,623,056	\$ 35,956,055	\$ 15,956,055
TOTAL RESERVES	\$ 33,623,056	\$ 35,956,055	\$ 15,956,055
BALANCE	\$ 21,374,876	\$ 17,543,505	\$ 6,877,834
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 75,206,214	\$ 74,163,013	\$ 63,924,496

* At the time of publication, audited financial statements for Fiscal Year 2015 were not available. Therefore, the Fiscal Year 2015 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2015 Adopted Budget, while the beginning FY 2015 balance amount reflects the audited Fiscal Year 2014 ending balance.

Public Works - General Services

Revenue and Expense Statement (Non-General Fund)

Publishing Services Fund	FY2014 Actual	FY2015* Budget	FY2016 Proposed
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 321,035	\$ 466,693	\$ 529,453
TOTAL BALANCE AND RESERVES	\$ 321,035	\$ 466,693	\$ 529,453
REVENUE			
Charges for Current Services	\$ 3,430,194	\$ 3,221,261	\$ 3,221,261
<i>Citywide Photocopy Program</i>	<i>1,386,120</i>	<i>1,254,237</i>	<i>1,254,237</i>
<i>Press Operations</i>	<i>2,043,060</i>	<i>1,967,024</i>	<i>1,967,024</i>
<i>Reimbursements Between Funds/Depts</i>	<i>1,014</i>	—	—
Other Revenue	5,082	—	—
Revenue from Use of Money and Property	2,367	—	—
TOTAL REVENUE	\$ 3,437,642	\$ 3,221,261	\$ 3,221,261
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 3,758,678	\$ 3,687,954	\$ 3,750,714
OPERATING EXPENSE			
Personnel Expenses	\$ 428,786	\$ 470,874	\$ 480,488
Fringe Benefits	372,287	376,629	392,317
Supplies	397,768	318,861	329,914
Contracts	1,921,091	1,868,891	1,824,463
Information Technology	32,195	38,310	308,519
Energy and Utilities	79,017	96,805	121,074
Other Expenses	315	—	—
Transfers Out	61,222	46,398	217,699
Debt Expenses	—	4,493	4,492
TOTAL OPERATING EXPENSE	\$ 3,292,680	\$ 3,221,261	\$ 3,678,966
TOTAL EXPENSE	\$ 3,292,680	\$ 3,221,261	\$ 3,678,966
BALANCE	\$ 465,998	\$ 466,693	\$ 71,748
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 3,758,678	\$ 3,687,954	\$ 3,750,714

* At the time of publication, audited financial statements for Fiscal Year 2015 were not available. Therefore, the Fiscal Year 2015 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2015 Adopted Budget, while the beginning FY 2015 balance amount reflects the audited Fiscal Year 2014 ending balance.